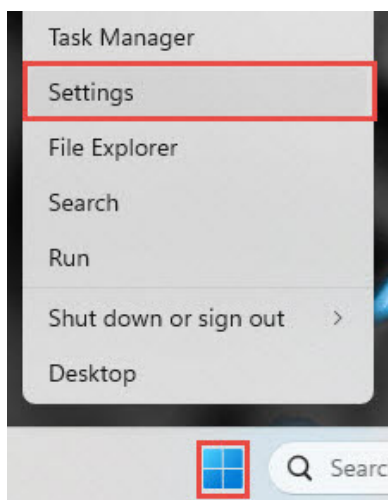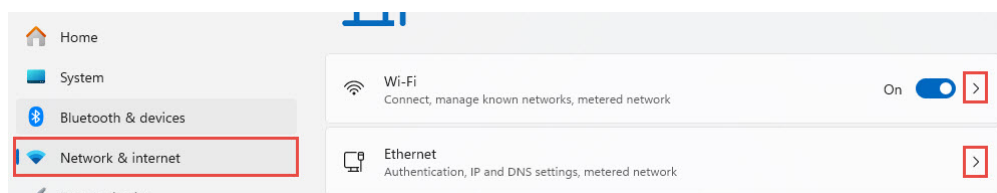# Configuring Windows for File Sharing

The following section describes how to set up Windows 11 so a folder can be shared over the network. These are general guidelines and your setup process may differ depending on your operating system version, local network, and security environment.

Go through the following steps to configure Windows 11 to share a folder:
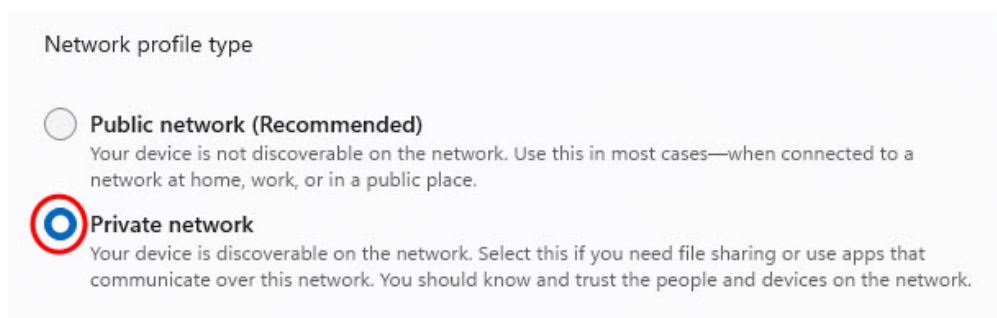
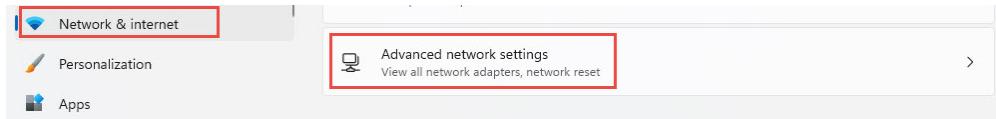1. Right-click the Windows Start button and click on Settings.

2. Click on Network & Internet.

3. Click on the connection that you are using (Ethernet or Wi-Fi). Then, if using Wi-Fi, click the name of your Wi-Fi network.
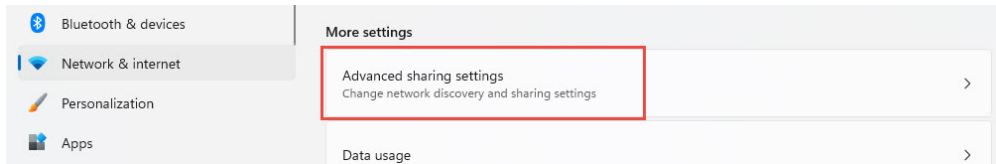

4. Set the Network profile type to Private network.

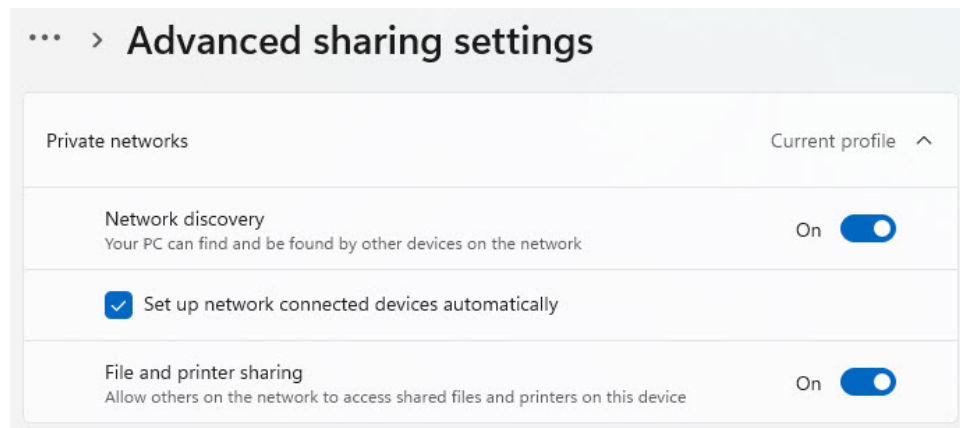5. Click on Network & Internet and click on Advanced network settings.

6. Click on Advanced sharing settings.

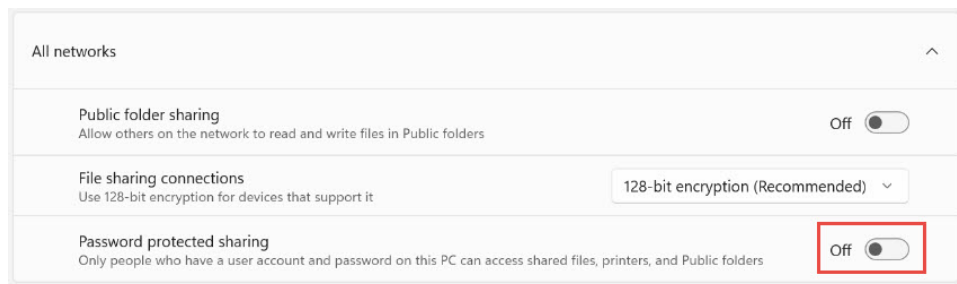7. Edit your Advanced sharing settings:

    a. For Private networks:

        a. Set Network discovery to On.

        b. Check the box to Set up network connected devices automatically.

        c. Set File and printer sharing

    b. For All networks:

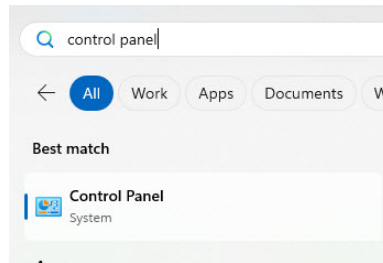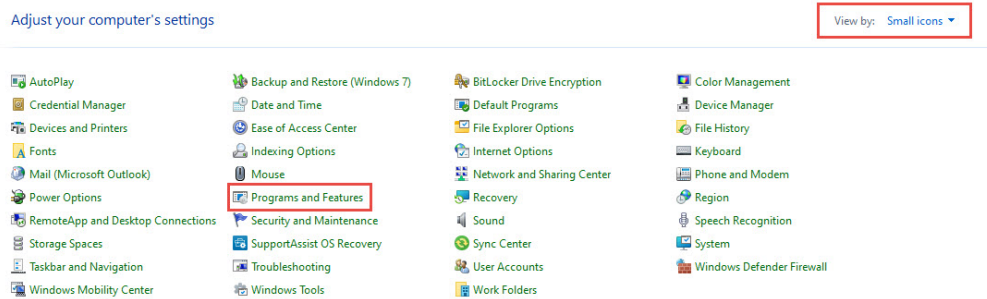   a. **Set Password protected sharing to Off.** This setting may not be available on some PCs.

> **Information**
>
> Turning off Password protected sharing allows other devices connected to your network, like your embroidery machine, to access shared folders. While your files will still be protected by your network level security (i.e. Wi-Fi password) we advise against sharing any folders that contain private or sensitive information.
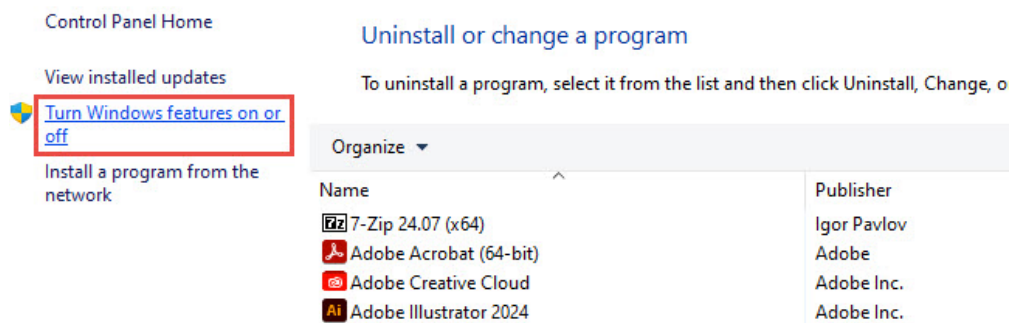
8. Open the Control Panel.

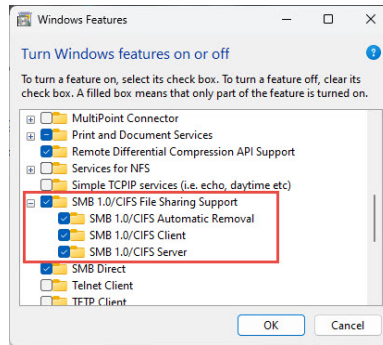   o Click on the Windows Start button, type Control Panel, and select it from the menu.

9. Ensure "View by" is set to "Small icons" on the top right.

10. Click on Programs and Features.

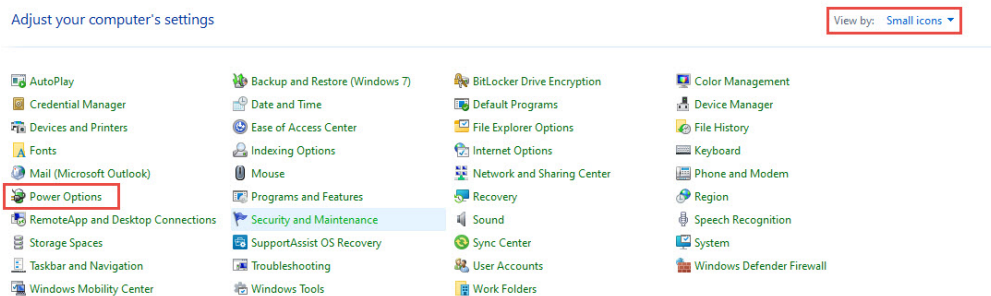11. Click on Turn Windows features on or off and wait for the list to populate.

12. Scroll down to SMB 1.0 and check the box to turn it and all its components on.
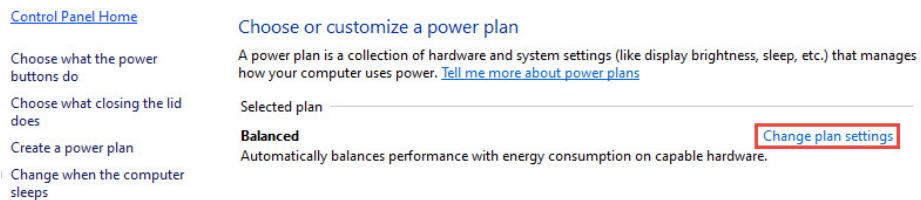
13. After a short install, Windows will prompt you to restart your computer.

14. If you wish your network files to be available at all times, you will need to change your computer's Power Options.

   a. From the Control Panel, click on Power Options.

   b. Change plan settings for whatever power plan you are using.

   c. Set the computer to never fall asleep (otherwise shared files might stop being available). Save Changes.

Change settings for the plan: Balanced

Choose the sleep and display settings that you want your computer to use.

	On battery	Plugged in
Turn off the display:	2 hours	1 hour
Put the computer to sleep:	3 hours	Never

Change advanced power settings

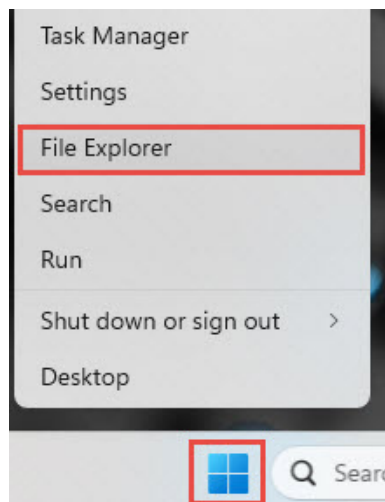Restore default settings for this plan

Save changes   Cancel

Sharing a Folder on Windows

The following section describes how a folder can be shared when using Windows 11. These are general guidelines and your setup process may differ depending on your operating system version, local network, and security environment.

Select and share a folder by following the steps below:

1. Right-click the Window's Start button and click on File Explorer.

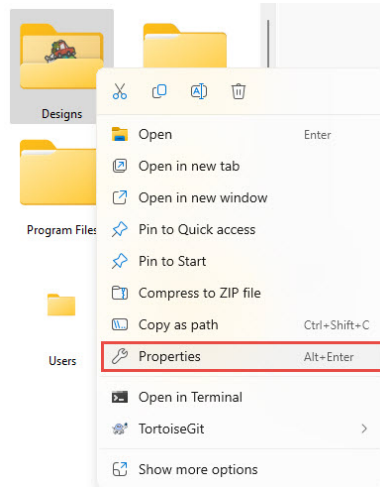| Information |
| :---: |
| Using a folder with a short and easy-to-type name will make future steps easier. For example: "Designs", "DesignFiles", or "SummitFiles" |

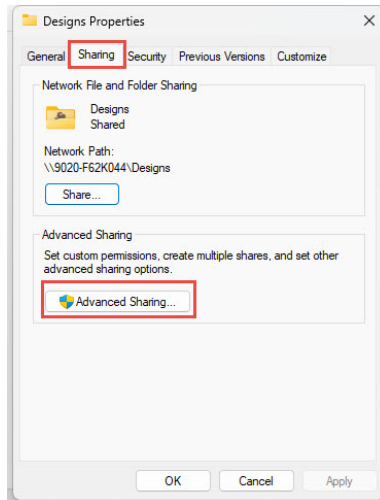2. Navigate to the folder you wish to share.

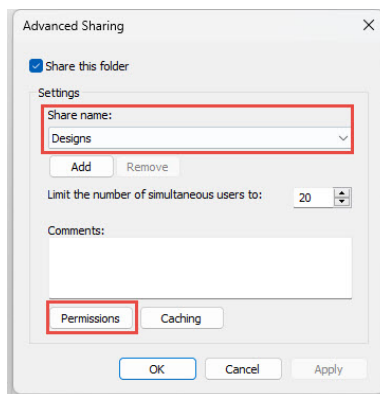| Caution! |
| :---: |
| Never share files or folders over your network that contain private or sensitive information. |

3. Right-click on the folder and click on Properties (you may need to click on Show more options first).
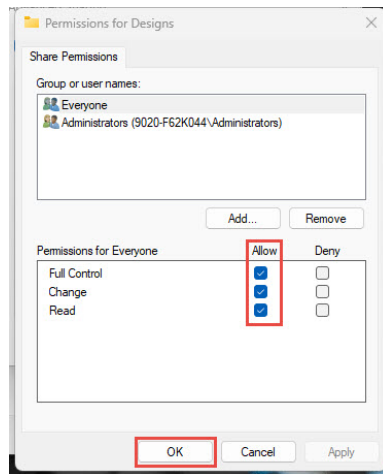
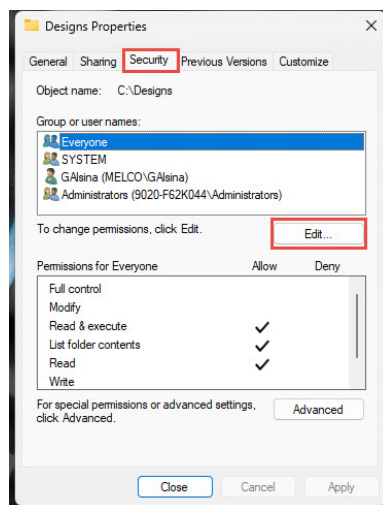4. Move to the Sharing tab and click on Advanced Sharing.

5. You can change the display name of the shared folder, and click on Permissions.
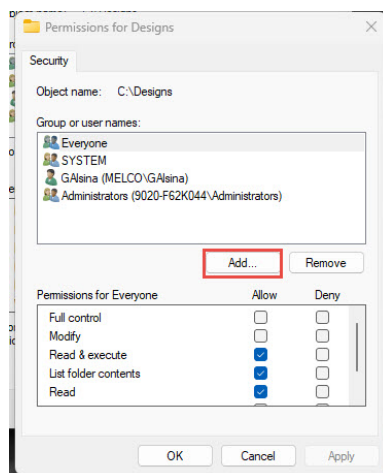

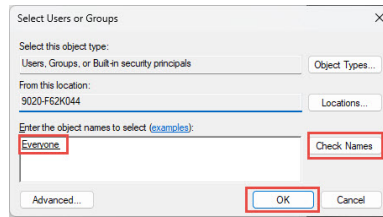6. Select Everyone, Allow Full Control, and click OK.

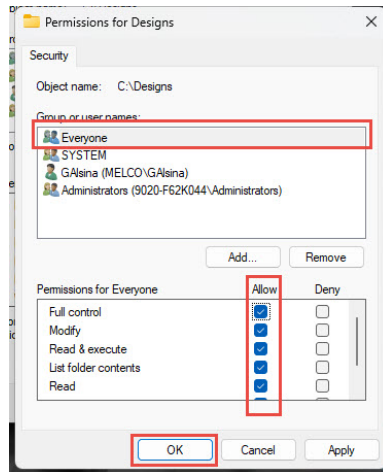7. Move to the Security tab and click Edit.

8. Click on Add.

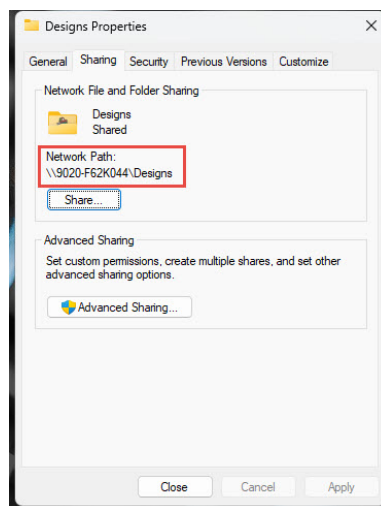9. Type "Everyone" into the field, click check names, and click OK.

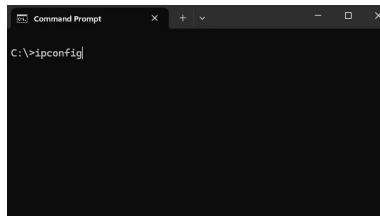10. Select Everyone, Allow Full Control, and click OK.

11 Move to the Sharing tab.

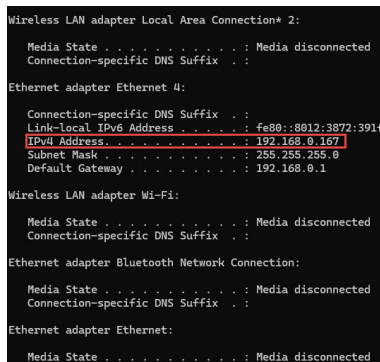   Note the full Network path for the shared folder,

To find your IP address:

1. Left-click the windows button in the lower left of your screen.

2. Type "cmd" and press Enter.

3. A black and white window (Command Prompt) will open.

4. Type "ipconfig" and press Enter.

5. Your IP address will be the IPv4 address listed after whatever connection is currently in use.

Adding a Network Location

Before you can view shared files, you must add the location they are stored in to the Touchscreen interface:

1. Press the Load Design button.

2. Press the Network Source button.

3. Press the Add Network Location button in the bottom left corner of the Network Designs screen.

4. Enter the Network Location - This is the network path of the shared folder.

   a. On Windows, the shared path will start with your computer's IP address and be followed by the name of the shared folder.

   b. For example: "\\[IP Address]\SharedFolder".

5. Pick a name for the Touchscreen Module Folder - The folder created on the Touchscreen will use this name.

6. Uncheck Anonymous.

7. Enter the username and password for the connected PC, leaving the domain box blank

   - If you choose to save your password, it will be encrypted and saved on the touchscreen device. This will allow you access to the shared folder without entering credentials again.

   - If you choose to not save your password, you will need to re-enter the password every time you wish to access the shared folder

8. Tap the Add button